

OCS Administrative Plan

Commencing this Fiscal Year, each locality's Administrative Plan is requested by an automated process. The Locality shall be able to request for Administrative Plan once the overlapping fiscal year period is completed. This automated process involves four steps of which the first three steps are action that shall be fulfilled by the locality and last step by state. The locality steps are:

Step 1: CSA Coordinator enters data and submits the Administrative Plan.

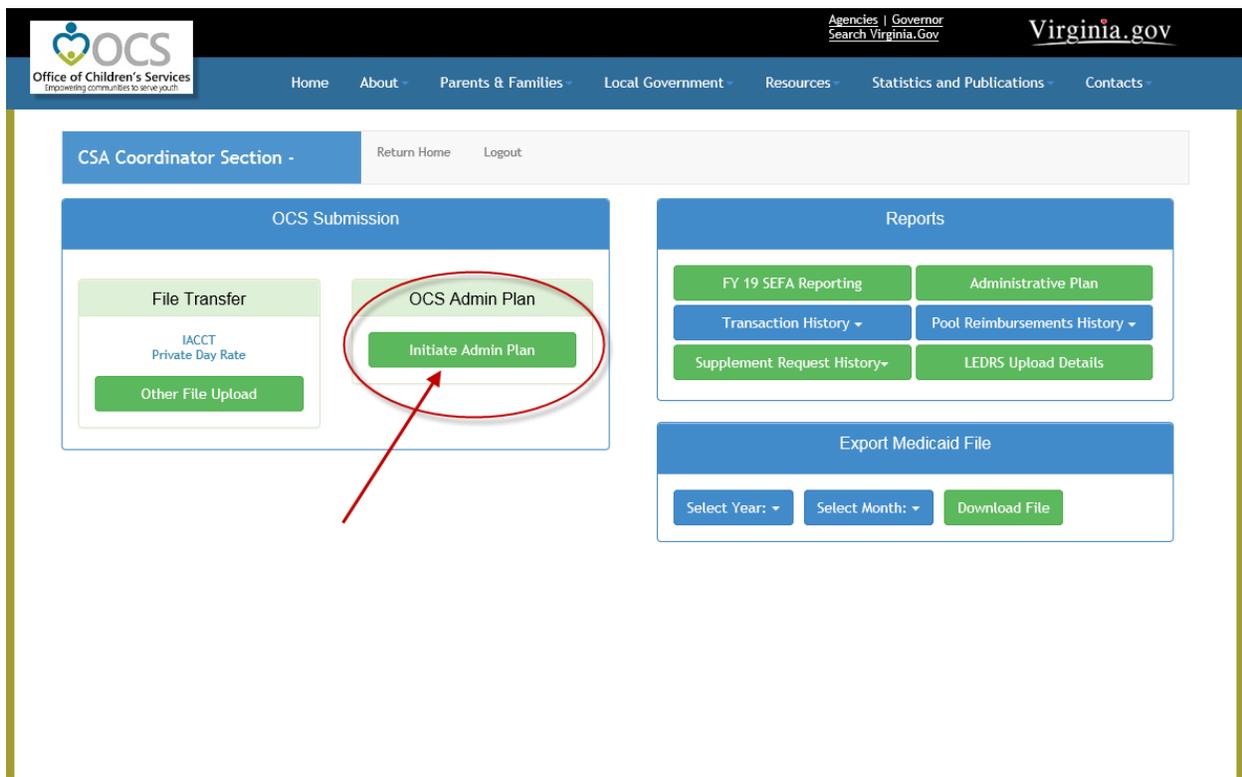
Step 2: CPMT Chair approves the submitted Administrative Plan request.

Step 3: Fiscal Agent approves the submitted Administrative Plan request

The Administrative Plan can be accessed, on CSA website's home page, under the Applications section, click on the *Local Government Reporting* link, and then click on the *Click Here to Proceed* button. If the user has not yet configured their password in the system or has forgotten their password, they need to click on the *Reset/ Forgot Password* link that is under *Login* button and follow the instructions.

Step 1: CSA Coordinator

When CSA Coordinator logs in. The CSA Coordinator main screen looks as follows:



When the user clicks on the *Initiate Admin Plan* button. The screen displayed is as follows:

OCS Admin Plan

[Return Section](#) | [Return Home](#) | [Logout](#) | [Print Admin Plan](#)

OFFICE OF CHILDREN'S SERVICES
ADMINISTRATIVE BUDGET PLAN
FY 2019

DATE:	10/10/2018
LOCALITY:	
CONTACT PERSON:	
TELEPHONE:	

EXPENSE TYPE	AMOUNT
PERSONNEL	\$0
NON-PERSONNEL	\$0
EQUIPMENT	\$0
INITIAL STATE SHARE	\$12,263.00
ADD'L STATE SHARE	\$0.00
TOTAL STATE SHARE	\$12,263.00
TOTAL LOCAL SHARE	\$3,713.00
TOTAL ADMINISTRATIVE ALLOCATION	\$15,976.00

This budget plan is for the total allocation for the locality (s) indicated above. We understand that the Department of Education as fiscal agent of the State Executive Council will make payment of the state's share of this budget allocation according to our locality (s) match rate for pool funds under the Children's Services Act. Further, we certify that all expenditures from this allocation will be in accordance with the requirements for the use of such funds as set forth in the State Pool Funds section of the CSA Operations Manual.

CPMT CHAIR	
DATE CPMT CHAIR APPROVED	
FISCAL AGENT	
DATE FISCAL AGENT APPROVED	
DOE	
DATE DOE APPROVED	

After entering the Personnel, Non-Personnel and Equipment information the user can click on either *Pending* Button or *Submit* Button.

When the *Pending* Button is clicked, the information entered is saved to the database and can be accessed later by clicking on the *Edit Admin Plan* button

The screenshot displays the OCS web application interface. At the top, there is a navigation bar with the OCS logo and the text "Office of Children's Services Empowering communities to serve youth". To the right of the logo, there are links for "Home", "About", "Parents & Families", "Local Government", "Resources", "Statistics and Publications", and "Contacts". Further right, there are links for "Agencies | Governor Search Virginia.Gov" and "Virginia.gov".

The main content area is titled "CSA Coordinator Section -" and includes "Return Home" and "Logout" links. Below this, there are three main sections:

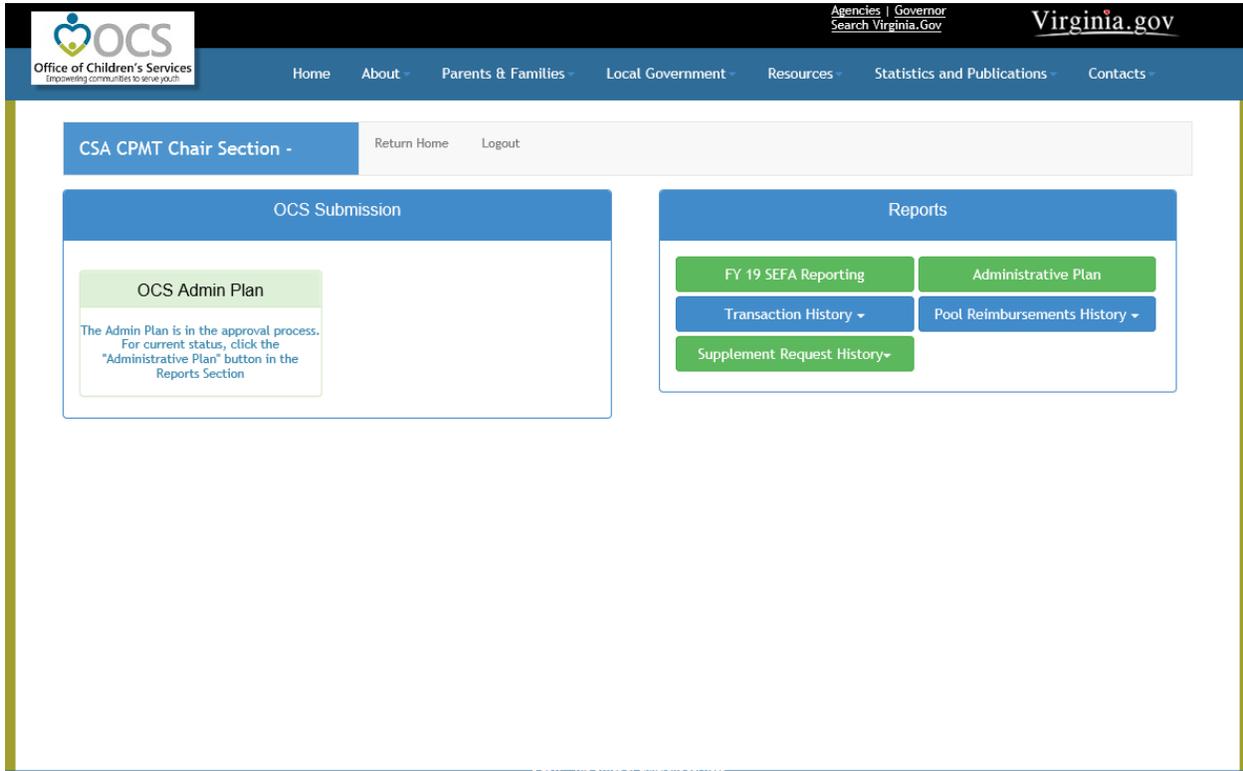
- OCS Submission:** This section contains three sub-sections:
 - File Transfer:** Includes "IACCT Private Day Rate" and "Other File Upload".
 - OCS Admin Plan:** This sub-section is circled in red and contains an "Edit Admin Plan" button. A red arrow points to this button from below.
- Reports:** This section contains six buttons:
 - FY 19 SEFA Reporting
 - Administrative Plan
 - Transaction History (with a dropdown arrow)
 - Pool Reimbursements History (with a dropdown arrow)
 - Supplement Request History (with a dropdown arrow)
 - LEDRS Upload Details
- Export Medicaid File:** This section contains three buttons:
 - Select Year: (with a dropdown arrow)
 - Select Month: (with a dropdown arrow)
 - Download File

Once the CSA Coordinator has finalized the Admin Plan data entry, they need to click on *Submit* button. The Admin Plan data is stored in the database and the CPMT Chair for the locality is notified on the availability of the Admin Plan for approval.

The above screen also has an option to Print this Admin Plan, by clicking on the *Print Admin Plan* button on the top bar.

Step 2: CPMT Chair

When CPMT Chair logs in. The CPMT Chair's main screen looks as follows, if the CSA Coordinator has not Submitted the Admin Plan:



After the CSA Coordinator approves the Admin Plan, the screen of the CPMT Chair looks as follows:

CSA CPMT Chair Section - | Return Home Logout

OCS Submission

OCS Admin Plan

The Admin Plan is ready for approval

View/Approve Admin Plan

Reports

FY 19 SEFA Reporting Administrative Plan

Transaction History Pool Reimbursements History

Supplement Request History

When the user clicks on *View/Approve Admin Plan* Button; the following screen is displayed.

OFFICE OF CHILDREN'S SERVICES
ADMINISTRATIVE BUDGET PLAN
FY 2019

DATE:	10/10/2018
LOCALITY/CPMT:	
CONTACT PERSON:	
TELEPHONE:	

EXPENSE TYPE	AMOUNT
PERSONNEL	\$12,200.00
NON-PERSONNEL	\$3,713.00
EQUIPMENT	\$63.00
INITIAL STATE SHARE	\$12,263.00
ADD'L STATE SHARE	\$0.00
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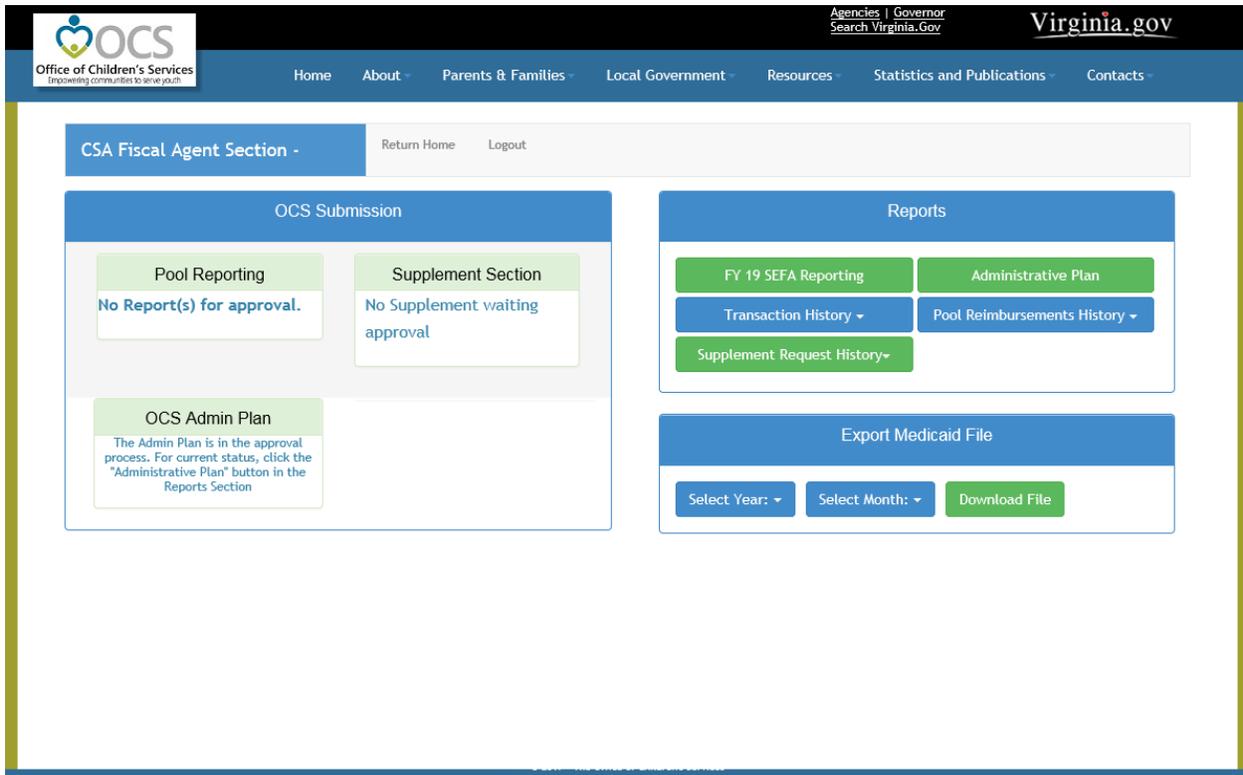
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CPMT CHAIR	
DATE CPMT CHAIR APPROVED	
FISCAL AGENT	
DATE FISCAL AGENT APPROVED	
DOE	
DATE DOE APPROVED	
<input type="button" value="Approve"/>	

When the *Approve* button is clicked the database saves the CPMT Chair's approval details and a notification is sent to the Fiscal Agent. CPMT Chair also has an option to Print the Admin Plan by clicking on the *Print Admin Plan* button on the top bar.

Step 3: Fiscal Agent

When Fiscal Agent logs in. The Fiscal Agent's main screen looks as follows, if the Admin Plan is not yet approved by the CPMT Chair



After the CPMT Chair approves the Admin Plan the screen for the Fiscal Agent looks as follows:

CSA Fiscal Agent Section - [Return Home](#) [Logout](#)

OCS Submission

Pool Reporting
No Report(s) for approval.

Supplement Section
No Supplement waiting approval

OCS Admin Plan
The Admin Plan is ready for approval
[View/Approve Admin Plan](#)

Reports

[FY 19 SEFA Reporting](#) [Administrative Plan](#)

[Transaction History](#) [Pool Reimbursements History](#)

[Supplement Request History](#)

Export Medicaid File

[Select Year:](#) [Select Month:](#) [Download File](#)

When the *View/Approve Admin Plan* button is clicked, the following screen is displayed.



Office of Children's Services
Empowering communities to serve youth

Agencies | Governor
Search Virginia.Gov

Virginia.gov

[Home](#) | [About](#) | [Parents & Families](#) | [Local Government](#) | [Resources](#) | [Statistics and Publications](#) | [Contacts](#)

OCS Admin Plan
[Return Section](#)
[Return Home](#)
[Logout](#)
[Print Admin Plan](#)

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ADMINISTRATIVE BUDGET PLAN
FY 2019

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CPMT CHAIR	Tracie Brevster
DATE CPMT CHAIR APPROVED	10/10/2018
FISCAL AGENT	
DATE FISCAL AGENT APPROVED	
DOE	
DATE DOE APPROVED	

When the *Approve* button is clicked the database saves the Fiscal Agent's approval details. Fiscal Agent also has an option to Print the Admin Plan by clicking on the *Print Admin Plan* button on the top bar.

The submitted Admin Plan also can be invoked by clicking on the *Administrative Plan* button on the right section of screen.

Reports

FY 19 SEFA Reporting

Administrative Plan

Transaction History ▾

Pool Reimbursements History ▾

Supplement Request History ▾

LEDRS Upload Details